



STANDARDS OF APPRENTICESHIP
adopted by

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES
APPRENTICESHIP COMMITTEE**

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT and/or SOC</u>	<u>Term</u>
ACCOUNTS PAYABLE CLERK		216.482-010	2000 HOURS
CHILD CARE ASSISTANT/ASSOCIATE I		359.677-018	2000 HOURS
CHILD CARE SITE COORDINATOR/ASSOCIATE II		092.277-018	3000 HOURS
COMMUNICATION TECHNICIAN		094.227-010	2000 HOURS
DATA PROCESSOR		203.582-054	2000 HOURS
EDUCATIONAL SIGN LANGUAGE INTERPRETER I		137.267-014	2000 HOURS
EDUCATIONAL SIGN LANGUAGE INTERPRETER II		137.267-014	2000 HOURS
EDUCATIONAL PARAPROFESSIONAL		099.327-010	6000 HOURS
FACILITIES CUSTODIAL SERVICES TECHNICIAN I		382.664-010	3000 HOURS
FACILITIES CUSTODIAL SERVICES TECHNICIAN II		382.664-010	3000 HOURS
FOOD SERVICE ASSISTANT		077.124-010	2000 HOURS
FOOD SERVICE MANAGER		077.127-010	6000 HOURS
FOOD SERVICE TECHNICIAN		077.124-010	4000 HOURS
GRAPHIC ARTS TECHNICIAN		979.382-018	4000 HOURS
GROUNDS MAINTENANCE SPECIALIST		406.687-010	4000 HOURS
INSTRUCTIONAL ASSISTANT		249.367-074	2000 HOURS
LIBRARY TECHNICIAN		100.367-018	8000 HOURS
PAYROLL CLERK		215.382-014	3000 HOURS
PROFESSIONAL EDUCATIONAL SECRETARY		169.167-010	6000 HOURS
SCHOOL BUS DRIVER		913.463-010	3000 HOURS
SCHOOL BUS MECHANIC		620.281-050	8000 HOURS
SCHOOL COMPUTER TECHNICIAN I		15-1041.00	2000 HOURS
SCHOOL COMPUTER TECHNICIAN II		15-1041.00	2000 HOURS
SCHOOL COMPUTER TECHNICIAN III		15-1041.00	2000 HOURS
SCHOOL SECRETARY		201.362-022	2000 HOURS
SECRETARY (CLERICAL)		201.362-030	2000 HOURS
TEACHERS ASSISTANT FOR BLIND AND VISION IMPAIRED		094.224-018	4000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
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APPROVAL:

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Committee Amended

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Standards Amended (administrative)

By: MELINDA NICHOLS
Chair of Council

By: PATRICK WOOD
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

These standards have been developed by the various school districts and their employer and employee groups with the assistance from the Washington State Department of Labor and Industries Apprenticeship Section.

When approved by and registered with the Washington State Apprenticeship and Training Council they will assure the development of highly qualified classified employees for the School Districts, educational employers, and other public employers throughout Washington State.

The utilization of this structured, job specific training which combines actual job experience while continuing supplemental/related education will assure that minimum standards of excellence are achieved.

When fully implemented these apprenticeship standards will assure the development of highly qualified employees.

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I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area covered by these standards shall be the State of Washington with the exception of the area covered by the Yelm School District.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

All applicants applying to the Washington Public School Classified Employees apprenticeship program, must be an employee of a school district, educational employer, or other Washington state public employer who is a registered training agent with this program.

Minimum qualifications for occupations that not specified below:

Age: **Minimum of 18 years.**

Education: **High School Diploma or equivalent or be enrolled in a high school.**

Physical: **Must be able to meet the requirements of the trade.**

Testing: **None.**

Other: **None.**

Child Care Assistant/Associate I and Site Coordinator/Associate II:

Age: **Minimum of 16 years.**

Education: **High School Diploma or equivalent or enrolled in a high school that has agreed to the individual's participation in the apprenticeship program.**

Physical: **Must be able to meet the requirements of the trade.**

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Testing: None

Other: **The Child Care Site Coordinator/Associate II must have completed the Child Care Assistant/Associate I or documented equal education and experience.**

Educational Paraprofessional:

Age: **Minimum of 18 years.**

Education: **Satisfactory completion of the Instructional Assistant Program or: proof of education and experience equal to the Instructional Assistant Journey-level worker.**

Physical: **Physically able to meet the requirements of the trade.**

Testing: None

Other: None

Educational Sign Language Interpreter I & II/Teachers Assistant for the Blind and Vision Impaired/ Communications Technician:

Age: **Minimum of 18 years.**

Education: **High school diploma or equivalent.**

Physical: **Must be able to meet the requirements of the trade.**

Testing: None.

Other: None

Facilities Custodial Technician I and II:

Age: **Not less than sixteen (16) years at time of application.**

Education: **High school diploma or GED are preferred but not required.**

Physical: **Must be able to meet the needs of the trade.**

Testing: None

Other: **Satisfactory completion of Facilities Custodial Technician I or proof of education and experience equal to the Facilities Custodial Technician I**

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Applicant must have a valid driver license and/or dependable transportation. Applicant must be able to write and speak the English language proficiently enough to complete the course of study.

Food Service Assistant:

Age: **Minimum of 18 years.**

Education: **High School Diploma, GED or 2 years of satisfactory work experience as a school food service assistant.**

Physical: **Physically able to meet the requirements of the occupation.**

Testing: **None.**

Other: **Posses a current Washington State Food Handlers Permit.**

Food Service Manager:

Age: **Minimum of 18 years.**

Education: **Satisfactory completion of the Food Service Technician Program or proof of education and experience equal to that of a Food Service Technician Journey-level worker.**

Physical: **Physically able to meet the requirements of the occupation.**

Testing: **None.**

Other: **Posses a current Washington State Food Handlers Permit.**

Food Service Technician:

Age: **Minimum of 18 years.**

Education: **Satisfactory completion of the Food Service Assistant Program or proof of education and experience equal to a Food Service Assistant Journey-level worker.**

Physical: **Physically able to meet the requirements of the occupation.**

Testing: **None.**

Other: **Posses a current Washington State Food Handlers Permit.**

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Library Technician:

Age: Minimum of 18 years.

Education: High School diploma or equivalent

Physical: Must be able to meet the requirements of the trade.

Testing: None.

Other: None.

School Bus Driver:

Age: Shall be in compliance with School District Policies, but in no case less than 21 years of age.

Education: High School Diploma or equivalent.

Physical: Must be able to meet the requirements of the trade.

Testing: None.

Other: None.

School Computer Technician I, II, and III:

Age: Minimum of 18 years.

Education: High School Diploma or equivalent.

Physical: Must be able to meet the requirements of the trade.

Testing: None.

Other: The School Computer Technician II must have satisfactorily completed the School Technician I apprenticeship program or documented equal education and experience.

The School Compute Technician III must have satisfactorily completed the School Technician II apprenticeship program or documented equal education and experience.

Applicant must have a valid driver license. Applicant must be able to write and speak the English language proficiently enough to complete the course of study.

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School Secretary, Secretary (Clerical), and Professional Educational Secretary:

Age: **Minimum of 18 years.**

Education: **High School diploma or equivalent**

Physical: **Must be able to meet the requirements of the trade.**

Testing: **None.**

Other: **The Professional Educational Secretary must have satisfactorily completed the Secretary (Clerical) apprenticeship program or document equal education and experience.**

III. **CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

Each School District has on file at their administrative offices a complete selection procedure and affirmative action plan, which applies to the groups signatory to these standards. These plans meet the requirements of the rules and regulations of the Washington State Apprenticeship and Training Council and Title 29 Part 30 of the Code of Federal Regulations, as they pertain to selection and affirmative action for apprenticeship programs.

B. Equal Employment Opportunity Plan:

See Section III.A.

Discrimination Complaints.

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Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM of APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

The term of apprenticeship for Accounts Payable Clerk, Child Care Assistant/Associate I, Communication Technician, Data Processor, Educational Sign Language Interpreter I & II, Food Service Assistant, Instructional Assistant, School Computer Technician I, II, and III, School Secretary, and Secretary (clerical) shall be 2000 hours of reasonable continuous employment.

The term of apprenticeship for Child Care Site Coordinator, Facilities Custodial Services Technician I, Facilities Custodial Services Technician II, and Payroll Clerk shall be 3000 hours of reasonably continuous employment.

The term of apprenticeship for Food Service Technician, Graphic Arts Technician, Grounds Maintenance Specialist, Teachers Assistant for the Blind and Vision Impaired, shall be 4000 hours of reasonable continuous employment.

The term of apprenticeship for Educational Paraprofessional, Food Service Manager, and Professional Educational Secretary shall be 6000 hours of reasonably continuous employment.

NOTE: In addition to the work experience for Educational Paraprofessional, an individual must attain the Educational Paraprofessional Associate of Arts Degree prior to issuance of Journey-level worker credentials.

The term of apprenticeship for Library Technician and School Bus Mechanic shall be 8000 hours of reasonably continuous employment.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not

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exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.

- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

Accounts Payable Clerk	400 hours of employment
Child Care Assistant/Associate I	400 hours of employment
Child Care Site Coordinator/Associate II	400 hours of employment
Communication Technician	400 hours of employment
Data Processor	400 hours of employment
Educational Sign Language Interpreter I & II	400 hours of employment
Educational Paraprofessional	500 hours of employment
Facilities Custodial Service Technician I	400 hours of employment
Facilities Custodial Service Technician II	400 hours of employment
Food Service Assistant	400 hours of employment
Food Service Manager	1200 hours of employment
Food Service Technician	800 hours of employment
Graphic Arts Technician	600 hours of employment
Grounds Maintenance Specialist	400 hours of employment
Instructional Assistant	400 hours of employment
Library Technician	1600 hours of employment
Payroll Clerk	400 hours of employment
Professional Educational Secretary	400 hours of employment
School Bus Driver*	500 hours of employment
School Bus Mechanic	1000 hours of employment
School Computer Technician I, II, & III	400 hours of employment
School Secretary	400 hours of employment
Secretary (clerical)	400 hours of employment
Teachers Assistant for the Blind and Vision Impaired	400 hours of employment

***Note:** The probationary period for school bus drivers shall be in compliance with the District's labor agreement but in no case more than 500 hours of employment.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working

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day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

A ratio of apprentices to journey-level worker consistent with proper supervision, training and continuity of employment will be maintained, but in no case shall the ratio be greater than one apprentice to one journey-level worker within each school district.

VII. APPRENTICE WAGES and WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Accounts Payable Clerk

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0400 hours	80%
2	0401 - 1000 hours	85%
3	1001 - 1500 hours	90%
4	1501 - 2000 hours	95%

Child Care Assistant/Associate I

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	State of Washington Minimum Wage
2	1001 - 1500 hours	80%
3	1501 - 2000 hours	90%

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Child Care Site Coordinator/Associate II

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0500 hours	70%
*2	0501 - 1000 hours	75%
3	1001 - 1500 hours	80%
4	1501 - 2000 hours	85%
5	2001 - 2500 hours	90%
6	2501 - 3000 hours	95%

Communication Technician

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	88.2%
2	1001 - 2000 hours	94.1%

Data Processor

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0500 hours	80%
2	0501 - 1000 hours	85%
3	1001 - 1500 hours	90%
4	1501 - 2000 hours	95%

Educational Paraprofessional

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	80%
2	1001 - 2000 hours	82%
3	2001 - 3000 hours	85%
4	3001 - 4000 hours	87%
5	4001 - 5000 hours	90%
6	5001 - 6000 hours	95%

Educational Sign Language Interpreter I

Step	Number of hours/months	Percentage of the Instructional Assistant journey-level rate
1	0000 - 1000 hours	100%
2	1001 - 2000 hours	110%

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Educational Sign Language Interpreter II

Step	Number of hours/months	Percentage of the Instructional Assistant journey-level rate
1	0000 - 1000 hours	120%
2	1001 - 2000 hours	130%

Facilities Custodial Services Technician I

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	70%
2	1001 - 2000 hours	80%
3	2001 - 3000 hours	90%

Facilities Custodial Services Technician II

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	70%
2	1001 - 2000 hours	80%
3	2001 - 3000 hours	90%

Food Service Assistant:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0500 hours	80%
2	0501 - 1000 hours	85%
3	1001 - 1500 hours	90%
4	1501 - 2000 hours	95%

Food Service Manager:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1500 hours	80%
2	1501 - 3000 hours	85%
3	3001 - 4500 hours	90%
4	4501 - 6000 hours	95%

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Food Service Technician:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	80%
2	1001 - 2000 hours	85%
3	2001 - 3000 hours	90%
4	3001 - 4000 hours	95%

Graphic Arts Technician

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0500 hours	75%
2	0501 - 1000 hours	78%
3	1001 - 1500 hours	81%
4	1501 - 2000 hours	84%
5	2001 - 2500 hours	86%
6	2501 - 3000 hours	88%
7	3001 - 3500 hours	90%
8	3501 - 4000 hours	95%

Ground Maintenance Specialist

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0500 hours	75%
2	0501 - 1000 hours	78%
3	1001 - 1500 hours	80%
4	1501 - 2000 hours	83%
5	2001 - 2500 hours	85%
6	2501 - 3000 hours	88%
7	3001 - 3500 hours	90%
8	3501 - 4000 hours	95%

Instructional Assistant

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0400 hours	80%
2	0401 - 1000 hours	85%
3	1001 - 1500 hours	90%
4	1501 - 2000 hours	95%

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Library Technician

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	75%
2	1001 - 2000 hours	78%
3	2001 - 3000 hours	80%
4	3001 - 4000 hours	83%
5	4001 - 5000 hours	85%
6	5001 - 6000 hours	88%
7	6001 - 7000 hours	90%
8	7001 - 8000 hours	95%

Payroll Clerk

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0400 hours	80%
2	0401 - 1000 hours	85%
3	1001 - 1500 hours	87%
4	1501 - 2000 hours	90%
5	2001 - 2500 hours	94%
6	2501 - 3000 hours	97%

Professional Educational Secretary

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1500 hours	80%
2	1501 - 3000 hours	85%
3	3001 - 4500 hours	90%
4	4501 - 6000 hours	95%

School Bus Driver

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0400 hours	80%
2	0401 - 1000 hours	85%
3	1001 - 1500 hours	87%
4	1501 - 2000 hours	90%
5	2001 - 2500 hours	94%
6	2501 - 3000 hours	97%

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School Bus Mechanic

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	65%
2	1001 - 2000 hours	70%
3	2001 - 3000 hours	75%
4	3001 - 4000 hours	80%
5	4001 - 5000 hours	85%
6	5001 - 6000 hours	90%
7	6001 - 7000 hours	94%
8	7001 - 8000 hours	98%

School Computer Technician I

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 2000 hours	97%

School Computer Technician II

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 2000 hours	90%

School Computer Technician III

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 2000 hours	90%

School Secretary

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0400 hours	80%
2	0401 - 1000 hours	85%
3	1001 - 1500 hours	90%
4	1501 - 2000 hours	95%

Secretary (Clerical)

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0400 hours	80%
2	0401 - 1000 hours	85%
3	1001 - 1500 hours	90%
4	1501 - 2000 hours	95%

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Teacher's Assistant for the Blind and Vision Impaired:

Step	Number of hours/months	Percentage of the Instructional Assistant journey-level rate
1	0000 - 0400 hours	100%
2	0401 - 2000 hours	110%
3	2001 - 3000 hours	120%
4	3001 - 4000 hours	130%

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

<u>A. Accounts Payable Clerk</u>	<u>APPROXIMATE HOURS</u>
1. Information Processing (competency based test or course work).	200
2. Internal Control Systems	600
3. Office Machines (Competency based test or course work).	100
4. Public/Human Relations	200
5. Communications	100
6. Educational Records Management	400
7. Basic School Accounting	400
TOTAL HOURS:	2000

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B. <u>Child Care Site Coordinator/Associate I:</u>	<u>APPROXIMATE HOURS</u>
1. Human Relations/Communications	200
2. Learning Experiences for Children.....	300
3. Record keeping/Center Operations.....	100
4. Health and Safety	100
5. Nutrition.....	200
6. Child Development.....	600
7. Fine Arts	300
8. Guiding Children's Behavior	200
TOTAL HOURS:	2000

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<u>C. Child Care Site Coordinator/Associate II</u>		<u>APPROXIMATE HOURS</u>
1.	Human Relations/Communications	200
2.	Child Development.....	500
3.	Learning Experiences for Children.....	500
4.	Program Development.....	500
	a. School age	
	b. Exceptional child	
	c. Infant-toddlers	
5.	Parent Education	300
6.	Child Behavior	600
7.	Child Nutrition and Health.....	200
8.	Operations for Child Care Centers.....	200
TOTAL HOURS:		3000

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D. <u>Communication Technician:</u>	<u>APPROXIMATE HOURS</u>
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The multifaceted aspects of the Communication Technician tasks require observation and performance of the job roles and responsibilities in kindergarten through twelfth grade. The goal of the observation/practicum components of these standards is to provide direct experience and skills in job competencies. Communication Technician will gain experience and skills through:

1.	Record Keeping	400
2.	Communications	600
3.	Human Relations.....	200
4.	Data Collection	400
5.	Screening.....	200
6.	Material Preparations	200

TOTAL HOURS: 2000

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E. <u>Data Processor:</u>	<u>APPROXIMATE HOURS</u>
1. Operations, Manuals and Reference Guides	200
2. Console Operation	300
3. Peripheral Operation.....	100
4. Inventory Control	100
5. Record Updating	500
6. Journals, Manuals, and Reports.....	500
7. Accounts Receivable	100
8. Accounts Payable	200
TOTAL HOURS:	2000

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F. Educational Sign Language Interpreter I APPROXIMATE HOURS

The multifaceted aspects of the educational interpreting task require observation and performance of job roles and responsibilities in kindergarten through the twelfth grade. The goal of the observation/practicum components of these standards is to provide direct experience and skills in the job competencies. Educational interpreters will gain experience and skills through:

1. **Observation.** The educational sign language interpreter should have an opportunity to observe and participate in a variety of levels and settings throughout his/her apprenticeship100
2. **Student Development.** Fostering student communication skills, finger spelling, speech, speech reading, and/or use of audition; encouraging student independence200
3. **Educational Support Service.** Tutoring techniques and responsibilities; learning styles and strategies for assisting deaf students with coursework; note taking, visuals, specialized seating, rewriting of expository text300
4. **Assessment of Communication Comprehension.** Assessing a deaf student's skill in acquiring information in class through one or more sign systems and/or speech reading/listening.....150
5. **Physical Considerations.** Physical health and stress management, techniques for reducing visual and physical fatigue and overload of both student and interpreter50
6. **Techniques.** Settings and situations, including group interpreting, prioritizing input from multiple speakers and environmental noises for interpretation, expressive/receptive150
7. **Interpret: English-ASL, ASL-English**400
8. **Transliterate:.....325**
 Spoken English - Manually Coded English
 Manually Coded English - Spoken English
9. **Transliterate325**
 Spoken English - Contact Signing (Pidgin Signed English)
 Contact Signing (Pidgin Signed English - Spoken English)

TOTAL HOURS: 2000

WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES
APPRENTICESHIP COMMITTEE

G. Educational Sign Language Interpreter II: APPROXIMATE HOURS

The multifaceted aspects of the educational interpreting task require observation and performance of job roles and responsibilities in kindergarten through the twelfth grade. The goal of the observation/practicum components of these standards is to provide direct experience and skills in the job competencies. Educational interpreters will gain experience and skills through:

1. **Observation.** The educational sign language interpreter should have an opportunity to observe and participate in a variety of levels and settings throughout his/her apprenticeship100
2. **Student Development.** Fostering student communication skills, finger spelling, speech, speech reading, and/or use of audition; encouraging student independence200
3. **Educational Support Service.** Tutoring techniques and responsibilities; learning styles and strategies for assisting deaf students with coursework; note taking, visuals, specialized seating, rewriting of expository text300
4. **Assessment of Communication Comprehension.** Assessing a deaf student's skill in acquiring information in class through one or more sign systems and/or speech reading/listening.....150
5. **Physical Considerations.** Physical health and stress management, techniques for reducing visual and physical fatigue and overload of both student and interpreter50
6. **Techniques.** Settings and situations, including group interpreting, prioritizing input from multiple speakers and environmental noises for interpretation, expressive/receptive150
7. **Interpret: English-ASL, ASL-English**400
8. **Transliterate:.....325**
 Spoken English - Manually Coded English
 Manually Coded English - Spoken English
9. **Transliterate325**
 Spoken English - Contact Signing (Pidgin Signed English)
 Contact Signing (Pidgin Signed English - Spoken English)

TOTAL HOURS: 2000

WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES
APPRENTICESHIP COMMITTEE

H. <u>Education Paraprofessional:</u>	<u>APPROXIMATE HOURS</u>
1. Coordination of Instruction Efforts	200
2. Lesson Preparation	300
a. Outlines	
b. Plan review	
3. Curriculum Material	500
a. Plan	
b. Preparation	
c. Develop	
d. Bibliographics	
e. Charts	
f. Graphs	
4. Teaching Methods	1000
a. Presentation	
b. Lecture	
c. Discussion	
d. Role Playing	
5. Testing/Assessment	400
a. Examinations	
b. Prepare	
c. Administer	
d. Grade	
6. Assignment Assistance	1000
a. Group	
b. Individually	
7. Conference	600
a. Parents	
b. Students	
c. Staff	
8. Record	300
a. Student Attendance	
b. Student Progress	
9. Childhood Education	1200
a. Handicapped Children	
b. Creative Activities	
c. Child/Adolescent Development	
d. Fine Art Experiences	

WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES
APPRENTICESHIP COMMITTEE

- e. Psychology of Learning
 - f. Health & First Aid
 - g. Behavior Management
10. Office Techniques.....500
- a. Human Relations
 - b. Communications
 - c. Record keeping
 - d. Computer Applications

TOTAL HOURS: 6000

NOTE: All student activities will be under the direction and supervision of certified teaching staff.

WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES
APPRENTICESHIP COMMITTEE

I. Facilities Custodial Services Technician I: APPROXIMATE HOURS

1. **Safety250**
 - a. **Industrial First Aid**
 - b. **Hazardous Materials**
 - c. **Chemical Identification Safety**
 - d. **Emergency Procedures**
 - e. **Equipment Safety and Eye Protection**
 - f. **OSHA/WISHA/EPA Standards/Regulation**
 - g. **General Safety**
 - h. **Industrial Accidents/Reporting**

To include all necessary documents and reporting forms
related to safety.
2. **Facilities Operating Responsibilities250**
 - a. **Permits and Licenses**
 - b. **Heating/Ventilation**
 - c. **Security**
 - d. **Utilities**
 - e. **Boilers**
 - f. **Internal Building Layout, Plans, Diagrams**
 - g. **Specialty Equipment**
 - h. **Swimming Pools, Spas and Related Equipment**
3. **Organization of Facilities Care.....125**
 - a. **Building Interior**
 - b. **Building Exterior**
 - c. **Grounds, Parking Lots and Walkways**
 - d. **Cleaning Standards/What is Clean?**
 - e. **Cleaning Schedules**
 - f. **Cleaning Frequency**
 - g. **Time on Task/Time Management**
4. **Cleaning Equipment and Supplies250**
 - a. **Safety**
 - b. **Chemical and Material Selection, Handling and Storage**
 - c. **Equipment Selection/Specifications**
 - d. **Supply Selection/Stocking**
 - e. **Spare Parts and Materials**
 - f. **Preventative Maintenance**
 - g. **Ordering, Shipping, Receiving and Inventory**
5. **Area Cleaning.....500**
 - a. **Entrance Ways, Hallways or Corridors**
 - b. **Rooms, General**

WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES
APPRENTICESHIP COMMITTEE

- c. Specialty Areas
 - d. Restrooms
 - e. Cafeteria and Food Preparation Areas
 - f. Industrial Areas
 - g. Swimming Pools, Spas and Related Exercise Equipment
 - h. Showers and Locker Rooms
 - i. Offices
 - j. Trash and refuse
6. Surface Maintenance and Cleaning1125
- a. Floors and Floor Surfaces
 - (1) Resilient
 - (2) Hard Floors
 - (3) Floor Cleaning
 - (4) Carpets
 - (5) Athletic Services
 - b. Walls
 - (1) Internal
 - (2) External
 - c. Roofs
 - (1) Inspection
 - (2) Cleaning
 - d. Windows
 - e. Doors
 - f. Furnishings
7. Employment Relations and Communications500
- a. People Skills
 - b. Conflict Resolution
 - c. Supervision/Evaluation
 - d. Communication and Reporting
 - e. Manpower Scheduling
 - f. Multi-Cultural Awareness

TOTAL HOURS: 3000

WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES
APPRENTICESHIP COMMITTEE

J. Facilities Custodial Services Technician II: APPROXIMATE HOURS

1. **Safety250**
 - a. **Industrial First Aid**
 - b. **Hazardous Materials**
 - c. **Chemical Identification Safety**
 - d. **Emergency Procedures**
 - e. **Equipment Safety and Eye Protection**
 - f. **OSHA/WISHA/EPA Standards/Regulation**
 - g. **General Safety**
 - h. **Industrial Accidents/Reporting**

To include all necessary documents and reporting forms related to safety.
2. **Facilities Operating Responsibilities250**
 - a. **Permits and Licenses**
 - b. **Heating/Ventilation**
 - c. **Security**
 - d. **Utilities**
 - e. **Boilers**
 - f. **Internal Building Layout, Plans, Diagrams**
 - g. **Specialty Equipment**
 - h. **Swimming Pools, Spas and Related Equipment**
3. **Organization of Facilities Care.....125**
 - a. **Building Interior**
 - b. **Building Exterior**
 - c. **Grounds, Parking Lots and Walkways**
 - d. **Cleaning Standards/What is Clean?**
 - e. **Cleaning Schedules**
 - f. **Cleaning Frequency**
 - g. **Time on Task/Time Management**
4. **Cleaning Equipment and Supplies250**
 - a. **Safety**
 - b. **Chemical and Material Selection, Handling and Storage**
 - c. **Equipment Selection/Specifications**
 - d. **Supply Selection/Stocking**
 - e. **Spare Parts and Materials**
 - f. **Preventative Maintenance**
 - g. **Ordering, Shipping, Receiving and Inventory**
5. **Area Cleaning.....500**
 - a. **Entrance Ways, Hallways or Corridors**
 - b. **Rooms, General**

WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES
APPRENTICESHIP COMMITTEE

- c. Specialty Areas
 - d. Restrooms
 - e. Cafeteria and Food Preparation Areas
 - f. Industrial Areas
 - g. Swimming Pools, Spas and Related Exercise Equipment
 - h. Showers and Locker Rooms
 - i. Offices
 - j. Trash and refuse
6. Surface Maintenance and Cleaning1125
- a. Floors and Floor Surfaces
 - (1) Resilient
 - (2) Hard Floors
 - (3) Floor Cleaning
 - (4) Carpets
 - (5) Athletic Services
 - b. Walls
 - (1) Internal
 - (2) External
 - c. Roofs
 - (1) Inspection
 - (2) Cleaning
 - d. Windows
 - e. Doors
 - f. Furnishings
7. Employment Relations and Communications500
- a. People Skills
 - b. Conflict Resolution
 - c. Supervision/Evaluation
 - d. Communication and Reporting
 - e. Manpower Scheduling
 - f. Multi-Cultural Awareness

TOTAL HOURS: 3000

WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES
APPRENTICESHIP COMMITTEE

<u>K. Food Service Assistant</u>	<u>APPROXIMATE HOURS</u>
1. Sanitation Practices the defined standards of sanitation for personnel, food preparation, kitchen equipment and physical plant. Demonstrates knowledge and practices of safe food handling.	200
2. Safety Practices the defined standards of safety for personnel, equipment and physical plant.	200
3. Nutrition..... Demonstrates a basic knowledge and understanding of nutrition. Communicates philosophy and nutritional goals of the Child Nutrition Programs.	100
4. Food Preparation Assists in food preparation; demonstrates understanding and use of standardized recipes. Demonstrates appropriate use of all equipment. Demonstrates the ability to serve food attractively and in appropriate quantities.	1000
5. Human Relations..... Cooperates with staff to communicate and meet the nutritional goals for feeding children. Demonstrates the ability to effectively communicate with peers, staff and students.	200
6. Marketing Promotes the importance of food and Child Nutrition Programs to students, staff and the community.	100
7. Menu Planning Demonstrates an understanding of the menu planning requirements in the Child Nutrition Programs. Describes the importance of the menu and be able to utilize it effectively in the production and service needs.	100
8. Accountability (Accounting and Computers)..... Uses a basic knowledge of accounting principles to implement procedures for collecting and recording data for required meal count accountability.	100
TOTAL HOURS:	2000

WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES
APPRENTICESHIP COMMITTEE

<u>L. Food Service Manager:</u>	<u>APPROXIMATE HOURS</u>
1. Sanitation.....	200
Maintains the defined standards of sanitation for personnel, food preparation, kitchen equipment and physical plant to comply with federal, state and local health department requirements. Demonstrates knowledge and practices of safe food handling and serving.	
2. Safety.....	200
Maintains the defined standards of safety for personnel, equipment and physical plant to comply with federal, state and local safety codes.	
3. Nutrition.....	400
Responsible for implementing the nutritional and educational objectives of the Child Nutrition Program and the Dietary Guidelines of Americans. Establishes and maintains procedures to ensure adequate nutrition for students and staff. Assumes responsibility for menu production records.	
4. Food Preparation	2000
Manages the preparation of food within an established production system zed recipes, preparation and service methods and food handling techniques to ensure acceptable standards within the time allocated orders and/or purchases food and supplies according to established specifications, determined by menu, volume and student needs. Maintains standards for quality food products. Uses accepted procedures for the preparation of all foods to ensure palatability and nutrient content.	
5. Human Relations.....	1000
Supervises food service employees. Staffs, schedules and plans work assignments for employees. Implements to personnel through written procedures covering staffing, job competencies and work assignments for employees. Implements policies relating to personnel through procedures covering staffing, job competencies and work organization. Counsels and disciplines employees and conducts performance reviews. Participates in planning for in-service training. Communicates with staff and administration.	

WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES
APPRENTICESHIP COMMITTEE

6. Marketing800
Promotes the importance of food and Child Nutrition Programs to students, staff and the community. Solicits and incorporates valid suggestions of students and staff in adjusting or modifying recipes and/or menus. Identifies the roles and responsibilities of food service personnel in promoting good nutrition. Uses available resources to plan effective and efficient food sales and merchandising programs.
7. Menu Planning600
Plans menus based on sound nutritional adequacy, program regulations and student acceptance. Evaluates menus for the following factors: nutrition adequacy, appeal, and utilization of equipment, time and personnel. Utilizes the menu effectively to determine ordering, production and service needs. Maintains required menu production records.
8. Accountability (Accounting and Computers).....600
Collects, records and maintains appropriate data, as required for adequate maintenance of department records such as meal counts, inventory and cost control information. Maintains a system for recording invoices, personnel and payroll forms according to district policy. Assists with the calculation of food costs, labor costs, operating and overhead costs within an established fiscal framework. Makes recommendations for the departmental budget.
9. Facilities and Equipment Management200
Participates and cooperates in the planning of food service facilities including layouts and the selection of large and small equipment. Cooperates with custodial and maintenance departments in maintenance of equipment and supplies and the proper cleaning of food service area. Maintains records necessary for proper cleaning of food service area. Maintains records necessary for proper control of equipment and supplies. Instructs personnel in proper use and care of equipment and supplies.

TOTAL HOURS: 6000

WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES
APPRENTICESHIP COMMITTEE

M. <u>Food Service Technician:</u>	<u>APPROXIMATE HOURS</u>
1. Sanitation.....	200
Maintains the defined standards of sanitation for personnel, food preparation, kitchen equipment and physical plant. Demonstrates knowledge and practices of safe food handling and serving.	
2. Safety.....	200
Maintains the defined standards of safety for personnel, equipment and physical plant.	
3. Nutrition.....	300
Demonstrates a basic knowledge and understanding of nutrition. Communicates the philosophy and nutritional goals of the Child Nutrition Programs. Demonstrates the ability nutritionally equivalent menu substitutions. Demonstrates the ability to modify menus to meet the Dietary Guidelines for Americans.	
4. Food Preparation	2000
Carries out the preparation of food within an established production system following standardized recipes, preparation and service methods and food handling techniques to ensure acceptable standards within the time allocated (quantity food preparation including entrees, baking, as well as salad and sandwich preparation).	
5. Human Relations.....	500
Supervises, under the manager's direction, food service employees. Recommends to the manager, staff schedules and work assignments. Demonstrates the ability to implement policies relating to personnel through written procedures covering staffing, job competencies and work organization. Assists with staff training.	
6. Marketing	300
Promotes the importance of food and Child Nutrition Programs to students, staff and the community. Solicits and incorporates valid suggestions of students and staff in adjusting or modifying recipes and/or menus. Identifies the roles and responsibilities of food service personnel in promoting good nutrition.	
7. Menu Planning	200
Demonstrates an understanding of the menu planning requirements in the Child Nutrition Programs. Evaluates	

WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES
APPRENTICESHIP COMMITTEE

menus for the following factors: nutritional adequacy, appeal, and utilization of equipment, time and personnel. Describes the importance of the menu and is able to utilize it effectively in production and service needs. Carries out required menu production procedures and documentation.

8. Accountability (Accounting and Computers).....300
Collects, records and maintains appropriate data, as required, for adequate maintenance of department records such as meal counts, inventory and cost control information.

TOTAL HOURS: 4000

WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES
APPRENTICESHIP COMMITTEE

N.	<u>Graphic Arts Technician:</u>	<u>APPROXIMATE HOURS</u>
1.	Taking or Making Orders	600
	a. Suppliers Catalogs	
	b. Inventory-Ordering	
	c. Business Forms System	
	d. Familiarity with Papers	
	e. Equipment Catalogs (manufacturing)	
2.	Layout	1000
	a. Design	
	b. Typesetting	
	c. Drafting Forms	
	d. Color Over-lays	
	e. Cutting and Pasting	
3.	Graphic Arts.....	700
	a. Logos-Design	
	b. Free Style Art Work	
	c. Posters and Sign Making	
4.	Camera Work/Plate Making.....	700
	a. Chemical Mixing/Handling	
	b. Prepare Copy for Press	
	c. Burning and Development	
	d. Make Paper Plates (short run)	
	e. Enlargements	
5.	Press Work	600
	a. Setting Up	
	b. Registration	
	c. Operating	
	d. Cleaning	
6.	Bindery.....	400
	a. Cutting	
	b. Padding	
	c. Collating	
	d. Velo-Bind/Comb Bind	
	e. Perforating and Scoring	
	f. Wrapping	
TOTAL HOURS:		4000

WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES
APPRENTICESHIP COMMITTEE

<u>O. Grounds Maintenance Specialist:</u>	<u>APPROXIMATE HOURS</u>
1. Equipment Utilization Mowers, edgers, trimmers, blowers, vacuums, sprayers, saws and watering units.	600
2. Equipment maintenance..... Oiling, greasing, fueling, sharpening, adjusting and setting	200
3. Lawn Mowing/Trimming and Edging of Improved Areas a. Mowing lawn areas, and recreational areas b. Trimming around trees, plants, rockeries, curbs, sidewalks and other obstacles. c. Edging lawn areas, expansion joints and recreational area	800
4. Watering Controlling erosion & application rate to develop proper moisture depth	400
5. Fertilizing..... Proper application to lawns; recreation fields planting areas, trees, shrubs or hedges	150
6. Mechanical weeding and cultivation a. Removal of undesirable plant growth from landscaping areas b. Aeration of soil for proper irrigation c. Methods of weed control in semi and unimproved areas.	300
7. Sodding and Re-sodding..... Preparation, installation, fertilization and irrigation of new or replacement sod.	250
8. Pruning..... Trimming, shaping, thinning and removal of shrubs, hedges, and trees.	300
9. Application of Bark and Other Ground Cover..... Mixing and placement by hand or mechanical techniques	300
10. Mechanical Vegetation Control..... a. Semi-improved areas b. Unimproved areas	400

WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES
APPRENTICESHIP COMMITTEE

11.	Chemical Utilization	200
	a. Soil sterilants	
	b. Selective and non-selective herbicides	
	c. Pesticides	
	d. Fungicides	
12.	Debris Clean up	100
	Mechanical and hand clean-up at parking lots, sidewalks, streets, recreational areas and other hard surface areas	
TOTAL HOURS:		4000

WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES
APPRENTICESHIP COMMITTEE

P. <u>Instructional Assistant:</u>	<u>APPROXIMATE HOURS</u>
1. Office Techniques and Skills.....	300
2. Human Relations.....	500
3. Teaching Techniques	500
4. Communications	500
5. Record keeping.....	100
6. Computer Applications	100
TOTAL HOURS:	2000

WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES
APPRENTICESHIP COMMITTEE

<u>Q. Library Technician</u>	<u>APPROXIMATE HOURS</u>
1. Perform Public Service.....	2700
a. Shelf material	
b. Provide interlibrary loan services	
c. Provide reference services	
d. Circulate material (printed and non-printed)	
e. Prepare overdue notices	
f. Provide general information to patrons	
g. Maintain patron information	
h. Demonstrate use of equipment	
i. Deal with disruptive behaviors and emergencies	
2. Provide Technical Services.....	2800
a. Order material	
b. Perform receiving	
c. Process material	
d. Catalog material	
e. Repair print materials	
f. Repair and maintain non-print materials	
g. Maintain serials	
h. Maintain government documents collection	
i. Take inventory	
j. Maintain supplies	
k. Preserve and/or archive materials	
3. Provide Administrative Support	2500
a. Supervise volunteers and students	
b. Handle cash	
c. Provide clerical support	
d. Repair and maintain equipment	
e. Process invoices	
f. Compile statistics	
g. Participate in team interviews	
TOTAL HOURS:	8000

WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES
APPRENTICESHIP COMMITTEE

R. <u>Payroll Clerk:</u>	<u>APPROXIMATE HOURS</u>
1. Information Processing (Competency based on test or course work)	700
2. Internal control systems (payroll)	300
3. Public/Human Relations.....	200
4. Benefits System.....	700
5. Retirement Processing.....	300
6. Basic Accounting.....	500
7. Payroll/Personnel Interaction.....	300
TOTAL HOURS:	3000

WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES
APPRENTICESHIP COMMITTEE

S.	<u>Professional Educational Secretary</u>	<u>APPROXIMATE HOURS</u>
1.	Perform Public Service.....	1200
	a. Provide reference services	
	b. Circulate material (printed and non-printed)	
	c. Prepare notices	
	d. Provide general information to patrons	
	e. Maintain patron information	
	f. Demonstrate professional use of equipment	
	g. Deal with disruptive behaviors and emergencies	
2.	Provide Technical Services.....	1800
	a. Order Materials	
	b. Perform receiving	
	c. Process material	
	d. Catalog material	
	e. Repair print materials	
	f. Repair and maintain non-print materials	
	g. Maintain inventory	
	h. Maintain documents	
	i. Maintain supplies	
	j. Preserve and/or archive materials	
	k. Accounting	
	l. Computer applications	
	m. Typing and work processing	
	n. Publishing	
	o. Editing	
3.	Provide Administrative Support	3000
	a. Office management	
	b. Supervise/assist students, staff, and volunteers	
	c. Office organization techniques/skills	
	d. Handle monetary processes	
	e. Repair and maintain equipment	
	f. Compile statistics	
	g. Participate in team interviews	
TOTAL HOURS:		6000

WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES
APPRENTICESHIP COMMITTEE

T. <u>School Bus Driver:</u>	<u>APPROXIMATE HOURS</u>
1. Pre/Post Trip Checkout.....	187.5
2. Fueling.....	62.5
3. Traffic Safety	750
4. Communications	375
5. Behavior Management/Conflict Management	187.5
6. Interpersonal Relationship.....	187.5
7. Defensive Driving.....	750
8. Student Record.....	62.5
9. General Recording.....	187.5
10. Special Events.....	62.5
11. Housekeeping.....	62.5
12. Safety equipment.....	62.5
13. Special Needs Transportation.....	62.5
TOTAL HOURS:	3000

WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES
APPRENTICESHIP COMMITTEE

U. <u>School Bus Mechanic:</u>	<u>APPROXIMATE HOURS</u>
1. Familiarization and Orientation.....	250
2. Familiarization of state minimum school bus specification	250
3. Familiarization of state school bus inspection and manual	250
4. Preventive maintenance.....	1000
5. Inspection process	200
6. Maintenance Records	200
7. Brakes and Air system.....	1000
8. Electrical System.....	1000
9. Engine Overhaul	800
10. Engine Tune-up.....	500
11. Transmissions.....	500
12. Differential and Steering	500
13. Heating.....	200
14. Suspension	250
15. General Repair and troubleshooting.....	800
16. Driver Training	100
17. Body Repair and Painting.....	200
TOTAL HOURS:	8000

WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES
APPRENTICESHIP COMMITTEE

<u>V. School Computer Technician I:</u>		<u>Approximate Hours</u>
1.	Data Management	150
2.	Customer Service/Human Relations/Communications	200
3.	Teaching/Training Techniques	150
4.	Software	500
	a. Support	
	b. Installation	
5.	Hardware	500
	a. Support	
	b. Installation	
6.	Network Support.....	500
Total Hours:		2000

WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES
APPRENTICESHIP COMMITTEE

<u>W. School Computer Technician II:</u>		<u>Approximate Hours</u>
1.	Data Management	100
2.	Customer Service/Human Relations/Communications	100
3.	Teaching/Training Techniques	100
4.	Software	600
	a. Support	
	b. Installation	
5.	Hardware	600
	a. Support	
	b. Installation	
6.	Network Support.....	500
Total Hours:		2000

WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES
APPRENTICESHIP COMMITTEE

<u>X. School Computer Technician III</u>		<u>Approximate Hours</u>
1.	Data Management	100
2.	Customer Service/Human Relations/Communications	50
3.	Teaching/Training Techniques	50
4.	Software	500
	a. Support	
	b. Installation	
5.	Hardware	600
	a. Support	
	b. Installation	
6.	Network Support.....	700
Total Hours:		2000

WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES
APPRENTICESHIP COMMITTEE

Y. <u>School Secretary:</u>	<u>APPROXIMATE HOURS</u>
1. Typing/Word Processing.....	400
2. Filing.....	300
3. Public/Human Relations.....	400
4. Equipment Operations	400
5. Record keeping.....	100
6. Office Techniques and Skills.....	300
7. Computer Applications	100
TOTAL HOURS:	2000

WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES
APPRENTICESHIP COMMITTEE

<u>Z. Secretary: (Clerical)</u>	<u>APPROXIMATE HOURS</u>
1. Typing/Word Processing.....	300
2. Filing.....	150
3. Public/Human Relations.....	300
4. Equipment Operations	200
5. Record keeping.....	100
6. Office Techniques and Skills.....	150
7. Computer Applications	100
8. Office Organization	200
9. Personnel.....	200
10. Basic Accounting.....	200
11. Editing.....	100
TOTAL HOURS:	2000

WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES
APPRENTICESHIP COMMITTEE

AA. Teacher's Assistant for the Blind and Vision
Impaired

APPROXIMATE HOURS

A Teacher's Assistant for the Blind and Vision Impaired is expected to implement and monitor programs that have been developed by the vision specialist for individual blind or vision-impaired persons.

The multifaceted aspects of the Teacher's Assistant for the Blind and Vision Impaired task require observation and performance of the job roles and responsibilities. The goal of the observation/practicum components of these standards is to provide direct experience and skills in job competencies. Teacher's Assistant for the Blind and Vision Impaired will gain experience and skills through:

1. **Observation: The Teacher's Assistant for the Blind and Vision Impaired should have an opportunity to observe various levels and setting of education of students with visual impairments and multiple impairments throughout his/her apprenticeship.....300**
2. **Individual Development: Fostering blind and visually impaired individuals independence through instruction of compensatory skills, including non-academic learning skills and computer adaptations and/or alternative communication systems.650**
3. **Education Support Service: Tutoring (activities) with coursework including group and one-to-one situations.650**
4. **Review and Monitor: Review and monitor a visually impaired individual's skill in acquiring information and use of compensatory skills, self-advocacy, independent use of needed adaptations, etc.....350**
5. **Physical Considerations: Physical health and stress management, techniques for reducing physical fatigue and overload of both individual and tutor, including leisure time activities.150**
6. **Materials Preparation/Adaptation: Read transcribe, and edit lessons and other materials in adapted format, including Braille and enlarged format.700**
7. **Basic Orientation and Mobility Skills: Instruction of orientation and mobility skills based on orientation and mobility specialists prescribed activities and techniques.500**

WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES
APPRENTICESHIP COMMITTEE

- | | | |
|---------------------|---|-------------|
| 8. | Time with Supervising Teacher of Visually Impaired: Review of individual student's program and progress, planning for future student activities to be carried out by apprentice, demonstration of techniques to be used with student..... | 200 |
| 9. | Individual Skill Development: Personal development of specialized skills needed for compensatory skills, e.g. Braille, adapted computer use..... | 500 |
| TOTAL HOURS: | | 4000 |

WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES
APPRENTICESHIP COMMITTEE

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ (X) Supervised field trips
- ☒ (X) Approved training seminars
- ☒ (X) A combination of home study and approved correspondence courses
- ☒ (X) State Community/Technical college **Centralia College, Clark College, Everett Community College, Green River Community College, Highline Community College, Lower Columbia College, Pierce College, Skagit Valley College, Spokane Falls Community College, Wenatchee Valley College**
- ☐ () Private Technical/Vocational college
- ☐ () Training trust
- ☐ () Other (specify)

144 Minimum RSI hours per year, (see WAC 296-05-305(5))

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Additional Information:

NONE

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

- 1. After careful evaluation, the committee will make determinations regarding credit for previous education or experience and will register apprentices accordingly.**
- 2. Disciplinary action will be taken when an apprentice engages in a practice which is inconsistent with the school's published employee rules of conduct of ordinary, reasonable, common sense rules of conduct necessary to the welfare of the school, its employees and its students.**
- 3. The school bus driver apprentice must maintain a valid Washington State C.D.L. and industrial first aid/C.P.R. certification at all times.**

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4. **Qualifications for supervisor of apprentices in Teacher's Assistant for the Blind and Vision Impaired while on the job shall meet or exceed the following:**
- a. **The apprenticeship subcommittee (Region X) must approve the supervising teacher of the visually impaired.**
 - b. **Supervising teacher must have successfully completed a university program in education of the blind/visually impaired.**
 - c. **The teacher with BA/MA in Special Ed, other endorsements, may petition the Regional subcommittee with transcripts, clock hours, classes in teaching visually impaired.**
 - d. **The supervising teacher must have met the Braille competency requirements as defined by WAC.**
 - e. **If the supervising teacher is employed by a district other than the apprentice's district, attach a letter of consent from the teacher's district special education director or superintendent giving permission for the teacher to serve as supervising teacher (for apprenticeship purpose only).**
5. **Failure to maintain employment with the training agent for the Washington Public School Classified Employees will result in automatic cancellation of the apprenticeship agreement.**

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

- Prior to: 20 days of intention of disciplinary action by a committee/organization
- Committee/organization must notify the apprentice in writing of action to be taken
 - Must specify the reason(s) for discipline, suspension, or cancellation
 - Decision will become effective immediately
 - Written reason(s) for such action will be sent to the apprentice
- Within: 30 days request for reconsideration from the committee
- Apprentice to request local committee to reconsider their action

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Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and

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apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary
- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
- Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
- Change of Status – within 30 days of action by committee, with copy of minutes
- Journey Level Wage – at least annually, or whenever changed
- Revision of Standards and/or Committee Composition - as necessary
- RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10

3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan

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- Section VII: Apprentice Wages and Wage Progression
- Section IX: Related/Supplemental Instruction
- Section XI: Committee - Responsibilities and Composition (including opening statements)
- Section XII: Subcommittees
- Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

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5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or

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vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: A majority of the members present, with a minimum of 2 management and 2 labor, shall constitute a quorum for the transaction of business at any JATC meeting.

The Washington Public School Classified Employee's Joint Apprenticeship and Training committee shall be composed of equal representation from management and the employee occupation group.

Program type administered by the committee: **Group Joint**
The employer representatives shall be:

**Sandy Ladd, Secretary
Washougal School District
2349 B Street
Washougal, WA 98671**

**Margaret Wilson
Woodland School District
800 Third Street
Woodland, WA 98674**

**Tom Wyman
Kelso School District
601 Crawford St
Kelso, WA 98626-4398**

**Debbie Leighton
Auburn School District
915 4th Street NE
Auburn, WA 98002**

**Vervia Gabriel
Granite Falls School District
302 North Alder Avenue
Granite Falls, WA 98252**

**Dawn Mattson
Southwest WA ESD #112
2800 NE 65th Ave
Vancouver, WA 98661-6812**

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The employee representatives shall be:

Tim Busch, Chairman
820 South 10th Street
Mount Vernon, WA 98274

Judy Seidmeyer, Treasurer
4441 South Meridian #39
Puyallup, WA 98373

Lita Nicolas
Oak Harbor School District
1502 SW Periwinkle Ln
Oak Harbor, WA 98277

Linda Schonewald
Monroe School District
200 E Fremont Street
Monroe, WA 98272-2336

Dixie Heath
601 Crawford St
Kelso, WA 98626-4398

Reva Bryant
502 3rd Ave SE
Pacific, WA 98047

Mike Broderick, Alternate
Washougal School District
2349 B Street
Washougal, WA 98671

Marilyn Hoksbergen,
Alternate
Auburn School District
915 4th Street NE
Auburn WA 98002

Trudy Fink, Alternate
Oak Harbor School District
994 W Yates Road
Oak Harbor, WA 98277

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

NONE